

ADMINISTRATIVE TECHNICIAN

DEFINITION

Under general supervision, to perform a wide variety of complex, confidential, paraprofessional level analytical and technical duties in support of the Director of Administrative Services; to include specialized financial support work and in-depth research on a wide variety of special projects; performs related duties as assigned.

CLASSIFICATION CHARACTERISTICS

This single position journey level classification is responsible for providing administrative support to the Director of Administrative Services or his/her designee. This class is characterized by the level of responsibility assumed and the complexity of duties assigned. Incumbents will be called upon to perform a number of duties of a highly confidential nature utilizing discretion, initiative and independent judgement. Incumbents must be able to work productively and professionally with or without supervision.

EXAMPLES OF DUTIES (Illustrative only)

- Preparing long- and short-term administrative projects which require statistical research, basic accounting, budget, organizational, and legislative analysis.
- Composing drafts and a wide variety of finished documents from notes, brief instructions, or printed materials; using word processing equipment and inputting or retrieving data and preparing reports from on-line or personal computer systems.
- Using analytical techniques and information gathering processes and obtaining required information and data for project analysis and reporting.
- Discussing analysis and conclusions with management staff and Director.
- Providing information to the public and/or staff that require the use of independent judgment, compliance with laws, and interpretation of policies, rules and procedures.
- Conferring with representatives of other governmental agencies, business, professional and citizens' groups, vendors and the public.
- Assisting with a variety of activities and projects such as budget estimates, calculating salary levels, conducting surveys, and collecting and analyzing a variety of data.
- Assisting the Chief Spokesperson during contract negotiations by taking and transcribing notes for negotiation sessions, preparing cost analyses for proposals, and reviewing proposed contract language.
- Maintaining the confidentiality of all records and information within the department.
- Maintaining awareness of pertinent legislation, trends and issues pertinent to the department; attending meetings and serving on committees as appropriate.

- Performing general administrative work related to assigned duties including establishing and maintaining files, preparing reports and correspondence, copying and filing documents, and entering computer data, etc.
- Assisting the Director of Administrative Services as well as management staff of the department, by following up on projects, transmitting information, and keeping informed of pertinent activities.

QUALIFICATIONS

Knowledge of:

- Administrative techniques including the principles or organization, accounting, budget and organizational analysis
- Basic budgeting principles and practices.
- Fundamental statistical/comparative analysis techniques and formulae.
- Public administration principles and practices.
- State, federal and local laws and regulation, policies and procedures applicable to the Department of Administrative Services
- Business computer applications, including spreadsheets for budgetary and statistical analysis and word processing.
- Correct English usage, including spelling grammar, punctuation, and vocabulary.
- Standard office practices and procedures, including business office equipment.

Skill in:

- Reading, compiling, analyzing and summarizing a variety of informational materials.
- Preparing, monitoring, and updating various agreement, contracts, policies, and other documents.
- Identifying problems and providing alternative solutions, and implementing recommendations in support of goals.
- Preparing and presenting clear, concise and effective reports and correspondence.
- Interpreting, applying and explaining complex laws, rules, policies and procedures.
- Independently organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Communicating clearly, concisely and effectively, both orally and in writing.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to the completion of thirty (30) units of college coursework in public administration business administration, management, accounting or closely related field and two years of increasingly responsible experience which has included complex and varied duties related to the support of management level staff in budget preparation and management or complex and specialized fiscal, accounting technical or statistical office support work. Additional experience as listed above may substitute for the educational requirement on a year for year basis.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.